

Operator's Lesson Plan

Stolen Vehicle/Boat Part

I. Introduction

A part is defined as any serially-numbered component which has been stolen from a vehicle/boat.

II. Objectives

At the end of this lesson, the user will be able to answer test questions on how to enter, modify, or cancel a stolen part entry.

III. Vehicle/Boat Part Entry Criteria

1. A stolen vehicle/boat part may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle/boat part stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record in NCIC 2000 has been entered by the agency holding the theft report. The agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A stolen vehicle identification number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File as stolen if a theft report is on file.
3. AM/FM/CB radios, tape players, and other entertainment devices should not be entered in the Vehicle/Boat Part File but may be entered in the Article File.

IV. Record Retention

1. If a stolen vehicle/boat part record remains on file for 90 days and it does not contain a SER and OAN, the record is retired.
2. Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered plus 4 years.

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A. Part Data Entry Transaction (EP/EP-P)

Omnibox Force

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

PART DATA ENTRY TRANSACTION (EP/EP-P)

USER DATA

User ID (UID) TRN19

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) INISP0000 Hold for Prints

Agency Case Number (OCA)

Notify Originating Agency (NOA)

Date of Theft (DOT)

Linkage Agency Identifier (LKI) Linkage Case Number (LKA)

PART DATA

Brand (BRA) Category (CAT)

Serial Number (SER)

Owner Applied Number (OAN)

Engine Power or Displacement (EPD)

Miscellaneous (MIS)

TEST INDICATOR

Test Indicator N

Command:

FOX-PRIM T DPS19 TRN19 LOG 0 Message 14:19

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Agency/Case Data

1. Hold for Prints
 - a. P (Hold for latent prints).
2. Notify Originating Agency (NOA)
 - a. Y-Yes, Entering agency to be notified of all hits.
 - b. N-No. Will default to No if Yes is not entered.
 - c. When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle/boat part is known, Y should be entered into the NOA Field. Previously this was indicated by placing NOAH in the MIS Field.

Part Data

1. Brand (BRA)
 - a. Required.
 - b. Must be a valid NCIC 2000 assigned BRA or VMA code.

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- c. If the brand name for a part is not listed, the part may be entered using the generic code PART, listing the true manufacturer's name in the MIS Field.
 - d. The BRA codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in part records, the complete brand name must be entered in the MIS Field.
 - e. For entry of a vehicle/boat part record for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle which is identified on the certificate should be used.
 - f. Entry of a stolen VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc. should be used.
2. Category (CAT)
- a. Required.
 - b. Must be a valid NCIC 2000 assigned code for type/category of part.
 - c. If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
3. Serial (SER)
- a. Enter a maximum of twenty alphabetic and numeric characters.
 - b. If an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field.
4. Owner Applied Number (OAN)
- a. Enter a maximum of twenty alphanumeric characters. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the OAN must be blank.
 - b. State assigned VIN numbers are to be entered into this field.
 - c. Non conforming 17 character VIN's should be entered into this field and the VIN field is to be left blank.
5. Engine Power or Displacement (EPD)
- a. This field can only be used if CAT is EN or OB.

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- b. Fractions or decimals should be entered with whole numbers.
 - c. The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters.
 - d. Fractions or decimals should be entered with whole numbers. The Miscellaneous field should appear as MIS/95H when the horse power is "9.5".
 - e. Other units of measure are cubic inches -I, liters -L, horsepower -H, and pounds of thrust -P.
6. Miscellaneous (MIS)
 - a. Required.
 - b. If a generic BRA code (PART, ENGN, or TRMN) is used, the MIS should include the manufacturers name.

B. Vehicle/Boat Part Modify (MP)

The screenshot shows the Omnibox Force software interface. The main window is titled "PART DATA MODIFY TRANSACTION (MP)". It contains several sections for data entry:

- AGENCY/CASE DATA:** Includes fields for "Originating Agency Code (ORI)" (containing "INSP0000") and "Name of Validator (VLN)".
- RECORD IDENTIFYING DATA:** Includes fields for "IDX Number (IDX)" and "Agency Case Number (OCA)".
- MODIFY AGENCY/CASE DATA:** Includes fields for "Originating Agency Code (ORI)", "Agency Case Number (OCA)", "Message Key (MKE)", "Notify Originating Agency (NOA)", "Date of Theft (DOT)", "Linkage Agency Identifier (LKI)", and "Linkage Case Number (LKA)".
- MODIFY PART DATA:** Includes fields for "Brand (BRA)", "Serial Number (SER)", "Owner Applied Number (OAN)", "Engine Power or Displacement (EPD)", "Category (CAT)", and a large "Miscellaneous (MIS)" text area.

At the bottom, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS19", "TRN19", "LOG", "0 Message", and "15:00". The Datamaxx logo and "Leading Law Enforcement Technology" are also visible.